

FORM NLRB-4938
(6/02)

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD

PROCEDURES FOR FILING AN APPEAL

The National Labor Relations Board Rules and Regulations permits the Charging Party to obtain a review of this action by filing an appeal with the General Counsel of the National Labor Relations Board. If the Charging Party wishes to file an appeal, please note the following:

Appeal Due Date: The appeal must be received by the General Counsel in Washington, DC by the close of business at 5:00 p.m. (EST or EDT, as appropriate) on [14 days from issuance]. However, if the appeal is mailed, it will be considered timely if it is postmarked no later than one day before the due date. The appeal may not be filed by facsimile transmission or through the Internet.

Extension of Time to File Appeal: Upon good cause shown, the General Counsel may grant an extension of time to file the appeal. A request for an extension of time may be made by facsimile transmission or through the Internet. The fax number is (202) 273-4283. Special instructions for requesting an extension of time over the Internet are set forth in the attached Access Code Certificate. Any request for an extension of time must be received no later than the appeal due date indicated above. Unless filed through the Internet, a copy of any request for extension of time should be sent to me.

Appeal Contents: The appeal must contain a complete statement setting forth the facts and the reasons why the Charging Party believes the decision to dismiss the charge was incorrect.

Address for Appeal: The appeal should be sent to the General Counsel of the National Labor Relations Board, Office of Appeals, 1099 – 14th Street, N.W., Washington, D.C. 20570. A copy of the appeal should be sent to me.

Notice to Other Parties of Appeal: The Charging Party must notify the other party(ies) to the case that an appeal has been filed. Therefore, at the time the appeal is sent to the General Counsel, please complete the enclosed Notice of Appeal Form (NLRB-4767) and send one copy of the form to all parties and representatives whose names and addresses are set forth in this letter. The appeal itself should not be sent to the other party(ies). Mailing the notice form to the parties does not relieve Charging Party from filing the appeal itself with the General Counsel and sending a copy of the appeal to me by the due date.